

## **FY2015 Early Education and Out of School Time Capital Fund Grant**

### ***Questions and Answers***

September 17, 2014

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#### **General Questions:**

- Q1. Do you have any projections on total number of applications you think you're going to receive?**  
A1. EEC cannot project the total number of applications. EEC has received 18 intents to bid.
- Q2. How many copies of the application must be submitted?**  
A2. Please submit one original and two copies.
- Q3. Has anybody tried to fill this table out? I tried this morning and it doesn't work. Are you sure it works on a Macintosh?**  
A3. The Application Form may not be compatible with Macintosh software. If you do not have the Macintosh versions of Word and Excel, you may need to install them. If you are still having problems, please email [eec.eeost@MassMail.State.MA.US](mailto:eec.eeost@MassMail.State.MA.US) and EEC will attempt to determine the problem.
- Q4. Is there a character limit or space limit for responses in the application?**  
A4. No, there is no character limit.
- Q5. If you are an umbrella organization like the Y, do you fill out an application for the umbrella organization or for each Y site?**  
A5. Grants are site specific and are not to fund multiple programs. Please choose one site and apply for grant funding for that particular site.
- Q6. What is the total amount that is being released for this funding cycle of the EEOST grant program?**  
A6. EEC will award between \$4 and \$8 million in the FY15 grant round. The total amount awarded will depend on how many project applications are approved.
- Q7. The prohibition against answering questions from potential applicants is very different from other state bond programs; where is this coming from?**  
A7. To ensure that grants are disbursed in compliance with applicable law (815 CMR 2.00), EEC requires an open public award process which includes a prohibition on communication directly between EEC and/or its agents and potential grant applicants.

**Q8. How far along in construction can an organization be to still be eligible for funding? For example, if the project is scheduled for completion in late November 2014, would the funding request be considered?**

A8. EEOST funds cannot be used to reimburse an organization for construction expenses already funded from other sources. The only reimbursement allowed will be for predevelopment expenses incurred after November 14, 2013, the date the EEOST Capital Bond Fund became law, and that are directly related to a project eligible for EEOST funding.

**Q9. We are seeking funding to renovate or purchase our current facility to include our infant/toddler, preschool and after-school programs under one roof. We currently operate from two facilities, and believe that combining our programs into one facility would make better economic sense. We have the opportunity to purchase one of the buildings, which would include additional renovations, but we are not sure for which of the funding areas we should apply, between Acquisition or Design, Construction, Repair, Rehabilitation and Renovation.**

A9. You can apply under any single Eligible Use category or several categories. Please review the Eligible Uses of EEOST funds beginning on page 4 of the Program Guidelines.

**Q10. You are going to get applications that are full of details and you will need to determine what is real and achievable. It will be a process with the organizations and the practicality of each application – will it make the cut or not? How are you going to do it?**

A10. As noted in the Program Guidelines, EEC will conduct a preliminary review to determine whether each Eligible Facility has a license in good standing with the Department. Copies of all eligible applications will then be transmitted to CEDAC for review and underwriting. CEDAC shall then review each eligible grant application, conduct a site visit and then provide an analysis, project summary and recommendation to EEC. In its review, CEDAC shall include a detailed summary of the proposed project, how the project qualifies as an Eligible Facility and Eligible Project, and the total project cost. Upon receiving CEDAC's recommendation, EEC may make a conditional commitment to a Developer. In the conditional commitment notification letter, EEC will delineate all terms and conditions that a Developer must meet in order to receive an Authorization to Proceed.

### **Bidding & Procurement Requirements:**

**Q11. The application requires three bids to be submitted with this proposal? What if we have not yet received all three bids by the time of application?**

A11. In your application, there must be evidence that you initiated a bid process with three bidders for any procurement of services. This applies to bid processes initiated after August 15, 2014, the date when the EEOST Program Guidelines were published. For example, the RFP and list of firms that received the

bid package should be included as part of your application along with any bids that you have received. If you receive a commitment letter, you will have up to six months to secure the remaining bids and select service providers.

**Q12. Do we need to secure three bids prior to hiring our Project Manager, Project Developer, or Development Consultant or are the three bids only required for the General Contractor?**

A12. You will need to conduct a formal bid process for all development team members and the general contractor if those services are requested after August 15, 2014.

**Q13. This is another bidding question: in the regulations it says that none of the members of the organization can profit in any way from grant fund assistance. Does that mean that if one of my board members runs a successful construction company, he cannot submit a bid?**

A13. That is correct. The Program Guidelines specify that no member of the Board of Directors may receive any compensation related to EEOST funding and that Development Services Procurement transactions must always be "at arm's-length."

**Q14. Our organization has worked successfully with a Board-approved company for many years on several capital projects. This company is currently serving as Project Manager for Phase I of our proposed capital project; we would like to retain them in Phase II of the project (interior renovation, for which we will be seeking EEOST funding). However, the company has employees that are related to employees at our organization; will this pose a conflict or put us at a disadvantage for funding?**

A14. It depends on whether the company employees have any other relationship with your organization other than being related to an employee. (For an example, see response in A13). Please disclose the various relationships between staff of the company and staff of your organization and a determination will be made. You may also contact the State Ethics Commission directly to receive an opinion regarding your particular situation.

**Q15. If you've already started the development process, and have hired an architect -- how must we document the bid process we went through in hiring an architect, who is now hired and working on the design of our center. What do you need to show in the application? Would a list of the people you sent the RFP out to suffice?**

A15. Please submit the request for qualifications you sent to the architects along with the list of firms and their contact information.

**Q16. I'm assuming that all the guidelines for the procurement need to follow chapter 149 for construction of buildings?**

A16. The sections of Massachusetts General Laws Chapter 149 that pertain to private employers and private projects also pertain to EEOST construction projects.

These include such matters as health and safety and working conditions. Any specific questions regarding Chapter 149 can be addressed to the Massachusetts Department of Labor Standards at (617)626-6975.

**Q17. What if you've already been working with an architect and haven't done the three bids?**

A17. Please describe in your application how you selected the architect and note that it was prior to the publication of the EOOST Program Guidelines.

**Q18. If we are hiring a licensed contractor at the time of the application, can the bid process still be underway, but no one yet selected at the time of application?**

A18. Yes. Please submit the list of the firms contacted with your grant application and a copy of the RFP that you sent out to contractors. The bid process must be completed by the end of conditional commitment period.

**Q19. The development team members and the general contractor will come out of the three bids that are required, so they may not be a team member at this point?**

A19. Correct, as long as you indicate to which general contractors you sent a RFP and supply the required information regarding the selected general contractor during the six month period after a conditional commitment is received.

**Q20. We are using an attorney that we've worked with for years. Do we need to document a bid process for legal services?**

A20. The Program Guidelines requiring three bids were issued on August 15, 2014. EEC requires the solicitation of three bids for procuring the services of experts, such as an architect or general contractor, hired after that date. If there are professionals, such as attorneys or accountants, with whom you have worked for a number of years, please document the length and nature of this relationship and the qualifications of these professionals. Please also document their proposed fees for your project.

**Q21. Another question on bid requirements - we've already hired an architect to do a feasibility study. We chose the architect based on two bids. Are we required to rebid this?**

A21. Please document the bidding process you used and please indicate to which firms you sent the request. If these bids were sought prior to August 15, 2014, then two bids are acceptable. If they were sought subsequent to August 15, 2014, then you should seek three bids.

**Q22. If you sent out an RFP to 8 architects and received only 2 responses, what is required?**

A22. Please explain the process and share the RFP sent to those firms and a list of the firms, noting that you only had two firms respond.

**Q23. Will our application be at a disadvantage if we submit with the Project Developer**

**and/or Project Manager is in process of being hired, but not finalized?**

A23. If you have not completed the bid process, please enclose a copy of your Request for Qualifications and a list of the firms/consultants who received the RFQ. If you have hired some of the development team prior to your application submission, please include that information.

**Q24. Is it correct that from the Guidelines publication date forward; there is no excuse for not having 3 bids for service providers?**

A24. That is a correct assumption. The publication date was August 15, 2014. See A23 above for additional information.

**Q25. Where is the language about requiring 3 bids in the guidelines?**

A25. The requirement for three bids is found on pages 12 and 13 of the Program Guidelines.

**Q26. Can you clarify the how the roles and responsibilities of the Project Manager and the Project Developer will differ? We see the Project Manager as a liaison between our organization and the general contractor, while the Project Developer will work with all parties to ensure the facility and environment will achieve maximum utility for high quality programming and maximize program sustainability over the long-term. Is that an accurate description of their roles?**

A26. The Project Manager oversees the day-to-day management of the project, serves as a liaison between the development team and your organization, and generally facilitates communication and decision-making to keep the project moving. The Real Estate Development Consultant/Project Developer provides technical advice and experience with the process of financing and completing a real estate project. The Development Consultant/Project Developer develops detailed construction budgets, assembles financing and funding applications, works on zoning and regulatory matters.

**Q27. If our organization is experienced at doing real estate development, are we required to hire a development consultant?**

A27. No. However, you are required to hire a Project Manager to oversee the the day to day management of the project.

**Q28. Is there a process for notifying EEC or CEDAC/CIF about changes to the Development Team?**

A28. In the event that a grantee elects to change the Owner's Project Manager during the course of the grant award, the grantee shall notify CEDAC in writing, 30 calendar days prior to the effective date of any such change. In the event other members of the development team change, please notify CEDAC in the same manner as a changemay have an impact on the progress of your project.

**Q29. If there is an emergency issue, regarding the 30 day notice period for changing the Project Manager, is there an exception in case of emergency or unforeseen circumstances?**

A29. In the event of an emergency or unforeseen circumstance which results in a change to the Project Manager, the grantee shall notify CEDAC in writing as soon as possible.

### **Budget – Capital:**

**Q30. Is there a formula for what percent the EEOST capital grant would pay for and what is expected to be funded from other sources?**

A30. No, there is no formula. EEOST funds will provide direct grants of capital funds to an applicant for payment of some of the costs of an eligible project. EEOST grants will not fund the entire cost of a project.

**Q31. I thought I saw in the guidelines, that EEOST grants could be no greater than 25% of the TDC.**

A31. No, there is no minimum or maximum percentage that the grant will cover.

**Q32. Can the ECE or OST renovation for which we are requesting funds through this grant be part of a larger project? As you know Boys and Girls Club offer both licensed care and education as well as drop in and other services.**

A32. Yes. However, you must provide a detailed description of the renovation to be undertaken in the EEC licensed space and its costs and fully segregate those out from the larger project. All reports must detail exactly how the money is spent for renovation to the EEC licensed space.

**Q33. If the organization has a 4/5 year capital plan and has already put in \$X in the development, can those funds be included in the Total Development Costs budget? We already have replaced all the windows, and made other improvements.**

A33. You can count those expenses as part of your project budget, showing what you spent and what sources paid those costs. Please note that there will be no reimbursement out of EEOST Grant funds for work that has already been performed. Your grant application should explain the 4/5 year capital plan.

**Q34. If you've had a long term master plan for your building for the last few years, where you've been going green and have secured some green funding sources, can we use that as part of this project?**

A34. Yes. Please list the specifics of your green funding sources, e.g. the name and address of the funder, the amount of funding, and the length of funding and include the amounts in your proposed capital funding sources.

**Q35. If a vacant building was purchased in 2013 and the organization is now seeking EEOST Capital funds to renovate the facility, should the purchase price of the facility be included in the Total Development Cost?**

A35. The purchase price should be included in the Total Development Cost, along with the sources that paid the acquisition costs. However, any grant funding awarded may be used only for renovations.

**Q36. What is involved in predevelopment costs? Is there a limit on that?**

A36. Predevelopment costs describe the money that you spend before you start construction. It includes such things as architects, engineers, other consultants, permitting fees, and/or legal fees. The general rule of thumb is that predevelopment costs are approximately 20-30% of the total project cost.

**Q37. How many years back can you go in charging on predevelopment cost to the project?**

A37. Predevelopment costs may be charged back to November 14, 2013.

**Q38. Usually when we do sources and uses for real estate projects we usually put in operating reserves, is that something that would be okay to include?**

A38. Operating reserves should be included.

**Q39. Regarding the developer's fee -- in other projects I've done, we've been able to use that as an in-kind offset. Is that allowed?**

A39. The developer's fee may be used as in-kind offset.

**Q40. Our building is EEC licensed and we get the maximum number of slots from EEC. If the organizations now have to find alternative financing to fund the part of the grant that EEOST won't cover, that project is dead in the water. How can you finance only part of the project?**

A40. The EEOST grant will provide capital funds for payment of some of the costs of an eligible project. The applicant and its development team should identify funding sources that will cover the remainder of the costs. This requirement ensures that the program is fully invested in the project.

**Q41. If this project is part of a larger facility renovation project, how long will the funds be tied up?**

A41. Projects are required to be completed within 24 months of grant awards.

**Q42. One of the things that we are considering is building a kitchen so that we can provide meals onsite. Is that something that would be eligible?**

A42. Yes, as long as the kitchen construction is part of a larger capital improvement project. Be reminded that the minimum Total Development Cost (TDC) shall be no less than \$400,000 per project.

**Q43. Are the questions on Interim Operating Costs on pages 14 and 15 for the site of the project for everybody?**

A43. The questions regarding Interim Operating Costs are to be answered depending on whether the property is purchased or leased.

**Q44. If you are currently in the space, would you like us to include the Interim Operating Cost information on page 14 as well?**

A44. Yes. It is assumed that a program will move out of the space during construction and/or renovation, so please explain how you will pay interim costs.

**Q45. Will CEDAC/CIF be available to make loans for any of these projects?**

A45. Yes. If a loan from CIF is part of your initial application, you should initiate a loan application with CIF before September 24, 2014. If the conditional commitment award is lower than what your organization applied for and requires gap financing, your organization may apply for a loan from CIF or another source.

### **Budget – Operations:**

**Q46. Please explain how to do the 15 or 25 year budget projection. We've never done anything longer than 3 years.**

A46. Please see the budget template examples that are posted on EEC website.

**Q47. The operating budget projections for 15 or 25 years, is that for early childhood services, or the entire organization budget?**

**Are you looking for the project budget and then the organization budget for 25 years?**

A47. The operating budget projections should address both the early childhood services and the organizational budget.

**Q48. In the case of a multiservice organization, do you want this multi-year operating budget based on the single site?**

A48. The operating budget projections should address the entire organization and the site, utilizing two separate budgets.

**Q49. Do you expect to see the program and the organizational operating budgets in the same budget for multiservice organizations?**

A49. See A48., above. If your organization currently utilizes two separate budgets, it is easier to trend out each budget separately.

**Q50. Can more than one organization apply for the grant if it is a partnership? Both organizations run EEC licensed programs in a shared building. If we are doing a project that is going to have two different programs in it, do you want to see a 25 year budget for the organization, and each site?**



- A50. More than one organization may apply for an EOST grant; both entities must sign the application. The application must designate which entity will be primary recipient of the funds with primary responsibility for the project. A detailed description is required of how the space is shared that addresses how both organizations will be involved in the project. Additionally, budgets are required for each organization and for the programs each organization operates at the site, along with three most current audits for both organizations. Please include a plan that addresses the dissolution of the partnership before the end of the grant term.
- Q51. What is it going to cost just to put this plan and application together?**
- A51. The costs for each plan and application are unique to the type of project your organization is undertaking.
- Q52. I noticed your sample budget, and you're funding depreciation here. Do you want to see that?**
- A52. The operating budget should include depreciation.
- Q53. Back on the depreciation - would it make sense to put in depreciation on FFE (Furnishings, Fittings and Equipment) and then depreciation on real property separately?**
- A53. Depreciation on FFE is not required. They can be presented separately from the depreciation on real property if you like.
- Q54. We have multiple services in the same building -- some are child care while others are for other family services. For the Financial Information beginning on Page 25 and for the 15 or 25 year budget projections, do you want it for the whole organization or just for the ECE and OST program?**
- A54. You should submit an organizational budget as well as the program specific budgets.
- Q55. We are moving children out of our main facility so we can use that facility to generate revenue from other services. Would this new revenue be included in the overall budget?**
- A55. Yes, the new revenue should be included in the overall budget.
- Q56. How many years of audits should be included with the application?**
- A56. The three most current audits should be included, along with the management letters if issued.
- Q57. Audited financial statements are required, but our budget is below the threshold for requiring an audit. Can we submit a conditional audit?**

A57. If your organization is not required to have an audit performed, please submit a review for the last three years. The review should be completed by an independent CPA or CPA firm.

**Q58. Do you have to use union workers, follow prevailing wage laws, etc.?**

A58. Construction projects undertaken by private non-profit entities to administer EEC licensed programs and are funded in whole or in part by state grants are not covered by the prevailing wage. With some exceptions, the construction is not covered by the prevailing wage even if the proposed facility is in a public building. The exceptions would be if the public entity itself will be directly or indirectly running the childcare program or if the public entity that owns the property is providing additional funding for the construction.

**EEC License Requirement:**

**Q59. We are submitting a proposal for space that is not yet licensed. Does this make us ineligible to apply? How do we handle questions on the licensing status for a proposed site that is not yet licensed?**

A59. Please indicate that the space is not yet EEC licensed in your application. Funding may be awarded if you can demonstrate that your organization will seek licensure upon project completion. EEC licensure must be received within 90 days thereafter. Failure to receive an EEC license and provide services to at least 25% of capacity to low-income families who are eligible for public subsidy will result in grant recapture.

**Conditional Commitment:**

**Q60. Who actually manages the checks and invoices on projects that get funded? Will CEDAC/CIF pay the vendors directly?**

A60. CEDAC/CIF will manage the funding disbursement to grantees. Grant recipients pay their vendors directly.

**Q61. Let's say you plan your project for \$1.5 million, expecting a grant of \$1 million, how can we move forward if we don't get the expected grant amount?**

A61. Your organization may seek additional financing during the conditional commitment period to address any deficiencies in grant funding.

**Q62. If we had six months in order to come up with the gap funds, and were not successful, could we reduce the scale of the project?**

A62. The reduced scale of the project will be reviewed to determine if such a change would undercut the quality of the intended project.

**Q63. In terms of thinking about interim financing, if we are awarded the EEOST grant, do we get the money as the project progresses? For example, to pay the construction company who will likely bill us monthly.**

A63. If you receive authorization to proceed, you will submit requisitions to CEDAC/CIF and payments will be made directly to your organization.

**Q64. With a conditional commitment in hand, what is the earliest that EEC can put money on the street?**

A64. The timing will depend on when your organization meets all conditions in its conditional commitment. Once you receive the authorization to proceed, the funds will be available and you can begin submitting invoices.

**Q65. Will the grant funds be awarded on a reimbursement basis or in upfront checks?**

A65. Funding will be released incrementally as the project progresses. Grant recipients will submit invoices with accompanying documentation for reimbursement.

**Q66. How many levels of sign offs will be required on the invoices? Project Manager, architect?**

A66. These details will be included with the grant award. There will be an invoice verification to be signed by your organization and a standard form for the architect or Project Manager to sign as well.

**Q67. Should we think about having a line of credit or something set up?**

A67. Invoices will be processed by CEDAC/CIF twice a month. If your organization expects to have cash-flow needs, you may want to establish a line of credit.

### **Financial Eligibility:**

**Q68. Regarding eligibility requirements for low income families, do supportive contracts, teen parent slots, other EEC categories in addition to Income Eligible contracts and Vouchers all qualify towards the 25% low income requirement?**

A68. All EEC subsidies qualify towards the 25% capacity for low income families.

**Q69. Just to be clear, when you say EEC slot, you also mean vouchers?**

A69. Yes, an EEC slot includes a contracted slot or voucher.

**Q70. For Head Start programs, would Head Start children be considered as receiving public subsidy?**

A70. Yes, Head Start children may be considered as part of your capacity.

**Q71. How is EEC going to look at sites that are mixed Head Start and full day care? If you have a site that is mixed, with a project where some classrooms aren't full day full year, how will the funding work?**

A71. An Eligible Project must operate a full time year round program. Accordingly, a majority of your site's classrooms should be full day, full year.

**Q72. For the purposes of identifying all our families who meet the low income criteria, can we have families self-report in such a manner that families are assigned a coded (encrypted) survey? We (members of the grant team) would be able to track each response to a specific family for the purposes of EEC verification. If this system is not acceptable does the EEC have a specific recommendation for obtaining this information?**

A72. As long as you can provide documentation of public subsidies that families receive, you can collect the information in whatever manner fits your needs.

### **Full time Care Requirement:**

**Q73. Could you define school age wraparound care?**

A73. School age wraparound care consists of full time care during the summer in addition to the out of school time care during the school year.

**Q74. Full time year round, how does that differ from full time year round ECE care?**

A74. Eligible licensed large group grantees must operate a full time year round program in accordance with EEC's licensing regulations.

### **Future Grant Rounds:**

**Q75. If we apply for the grant and are successful, are we precluded from coming in for a different project in a future round?**

A75. You cannot apply for a second grant for the same project, but you may apply for another site in a future round.

**Q76. If you decide not to go for this round of funding, do you have a timeframe on when the next round of funding would be?**

**If we are not ready to apply in this particular round, do you have a sense of when the next one will become available?**

A76. If the current grant funding is not completely awarded, EEC may open another round of grant funding before June 30, 2015. Future funding will depend on the FY2016 state capital budget process.

**Q77. If you were not to apply this year and to apply next year, would the process be the same?**

A77. The application process may be somewhat modified, but it should not change dramatically.

**Q78. Can you come in two years in a row for the same project?**

A78. See A75, above. If you are not funded for a project in this current round of grant funding, you can reapply for the same project.

**Land Use Restriction:**

**Q79. Do you have the wording for the Land Use Restriction?**

A79. We do not currently have the wording for the Land Use Restriction (LUR). The specific language is currently being developed.

**Q80. Regarding the definition of municipality and the 25 year lease requirement -- does that also apply to a state-owned facility?**

A80. No, a program could have a minimum 15 year lease if located in a state owned facility.

**Q81. We run a program at a community college, in addition to another site outside the college. We are in process of developing an outdoor playground at the college. I can't guarantee that the college will want to continue the partnership with my organization for the next X number of years. It is a contract to provide the child care services and there is no lease. Our current agreement is for 5 years that then gets renewed. You require a 15 year lease. How does this work?**

A81. The community college is likely a state-owned facility and would need to consult with the Division of Capital Asset Management and Maintenance (DCAMM). A 15 year lease is required in order to award a grant under the scenario you describe.

**Q82. Please give me further clarification -- if you own the property the Land Use Restriction continues for how long?**

A82. The Land Use Restriction continues for 25 years.

**Q83. Since the mortgage will extend for 15 or 25 years, if we have to refinance, we would have to go to CEDAC/CIF for approval?**

A83. Grantees must obtain the written approval of CEDAC and EEC in order to refinance an EEOST supported project.

**Q84. We plan to submit an application for some capital improvements for one of our child care sites. We own the property where the proposed capital improvements will take place. There is no mortgage on this property. However, there is a "federal interest" in the property. Will this pose a problem for a state lien on the property as described on page 10 (Section III, #5 Grant Position) of the Program Guidelines?**

A84. That will depend on the terms of the federal interest. Please submit a copy of the restriction with your application.

### **Preferences:**

**Q85. Looking at the preferences, can you meet more than one?**

A85. Applicants may meet more than one preference.

**Q86. Is the information on women-managed or minority-managed firms a requirement or a preference?**

A86. The solicitation of minority and women-owned construction companies and development team members is a preference.

**Q87. Where do we find a list of Gateway Cities?**

**I didn't see a box to check in the application - Is that something you do in proposal review?**

A87. A list of the 26 Gateway Cities can be found at: <http://www.massgcc.com/pdfs/GatewayCities.pdf>. You can note that your project is located in a Gateway City, but this information will be checked during the review process.

### **QRIS:**

**Q88. Regarding QRIS - My project is to renovate the exterior of my building. If we cannot reach level 3 QRIS for our interior space, does that mean that we are not eligible for the EEOST grant?**

A88. The ability to achieve a Level 3 or 4 on the QRIS Standard 2: "Safe, Healthy Indoor and Outdoor Environments" upon project completion is a requirement of the EEOST program. Please review the criteria and the ECERS-R and ITERS-R used to measure compliance to ensure that your licensed program space will meet the required minimum of Level 3. QRIS Program Standards may be found on the EEC website at <http://www.mass.gov/edu/birth-grade-12/early-education-and-care/gris/massachusetts-gris-standards.html>.

**Q89. At the bidders' conference, the point was made that programs applying must be at QRIS Level 3. If an organization is applying for a project that will ultimately house two programs, one at QRIS level 3, the other at QRIS Level 2, should information be included in the application about both? If funds can be used only to develop the Level 3 program space, how does this affect costs to renovate systems and areas integral to the entire building (roof, sprinkler, HVAC, etc.)?**

A89. Programs are not required to currently be at QRIS Level 3; the project, *when completed*, will enable a program to meet Level 3 or Level 4. If your facility is already at Level 3 or 4, the project must enable the program to maintain that

level. Your Level 2 program must meet QRIS Level 3 or higher once the project is completed.

**Q90. If your program is self-assessed at a certain QRIS level but has not been visited and verified by EEC, how do we answer questions 16 - 19 related to QRIS? When will there be any EEC verification of the level?**

A90. There has been a delay in EEC's ability to verify QRIS ratings. If your program is awaiting a QRIS rating verification from EEC, please e-mail [eec.eeost@MassMail.State.MA.US](mailto:eec.eeost@MassMail.State.MA.US) and explain that your program is awaiting EEC QRIS verification. Please indicate on your EEOST application that your program's QRIS level is self-assessed and that you are awaiting EEC verification.

**Q91. On the QRIS question - our school age program is assessed at a different level than our early childhood program. How do we share that?**

A91. Please include a short description in your application addressing the different levels of QRIS assessment for your school age program and early childhood program.

**Q92. If you are already at level 3 or 4 in QRIS, will that impede your application?**

A92. If your program is already verified at QRIS level 3 or level 4, your application will not be affected. Be reminded that the completed project must enable the program to maintain or advance from the verified level.

**Q93. We are about to open a very small program. Obviously we will begin the process to march into QRIS, is there anything that we need to supply you with regarding that program?**

A93. A new program must demonstrate that it has begun the QRIS process and that the completed project must enable the program to achieve a Level 3 verified QRIS level for physical environment.

### **Site Control:**

**Q94. Do you need to have control of the site by September 24th?**

A94. If you are purchasing a property, your organization will need to have a signed Purchase & Sale (P&S) Agreement. If you have negotiated a lease that is not yet signed, submit a copy of the lease and the timetable for obtaining signatures from all parties. No grant funds will be released, unless the documents are fully executed and completed during the Conditional Commitment period of the grant.

**Q95. If we were in a lease-to-own situation and in the process of purchasing, but may not have a signed a Purchase & Sale Agreement by September 24th, would that keep us from applying?**

A95. A signed Purchase & Sale Agreement is needed by the time of application submission.

**Q96. Our center is in Year 15 of a 40 year lease -- do we need to provide documentation of an additional lease?**

A96. Submit your existing lease, but also provide documentation from the landlord that acknowledges and approves the scope of the project, and that an LUR will be recorded.

### **Specific Questions on the Application:**

**Q97. On the bottom of page 2 of the application, there are three lines. TDC, square feet, and cost per square foot. Is that only for a lease situation?**

A97. No. All applicants must complete the information regarding Total Development Cost, Total Square Feet, and Cost/Square Foot on page 2 of the application.

**Q98. On page 5, Question #9 of the application, the language says that if you propose an expansion to put in the numbers for the expansion or do you want the current numbers?**

A98. Please provide the proposed expansion numbers you plan to have once the project is completed.

**Q99. We are in the process of expanding our licensed capacity. We will have expanded school age slots, which would have been impossible without acquiring the new property, which is the site we want to renovate with EEOST funding. Do we count these school age slots as expansion slots or current slots?**

A99. You would count the school age slots as expansion slots. Please provide an explanation regarding the number of slots in the old space and the expanded capacity made possible by acquiring and renovating the new site.

**Q100. We run a multi-site program and our subsidized slots float among the various centers and vary from year to year. How do we report the slot data in the application?**

A100. The application contains a Grant Application Addendum which should be completed and submitted by your organization. Please indicate the subsidized slots at the project site within the body of the application.

**Q101. On Page 9 of the application, at the bottom Question #4 refers to Renovation; on the following page, Question 5 refers to New Construction. Are Questions 6, 7, and 8 of the application intended for either type of project?**

A101. Questions 6, 7 and 8 are to be answered for all project types.

**Q102. In the application, question #11 asks for numbers of children in certain categories (non-white, teenage parents, etc.) that will be served at the proposed project site. If**



**the proposed project will double current program enrollment, how should these numbers be calculated? By estimation?**

A102. Please estimate the enrollment based on the profile of the children you typically serve.

**Q103. Why do you request information on the number of non-white children?**

A103. We are collecting demographic data on the children served by the EEOST grant program.

**Q104. On page 13 of the application -- if it is an existing child care center, not a new project, do we have to complete a market analysis?**

A104. Yes, a market analysis is necessary to establish whether there is a need for additional slots. If you do not have a formal market analysis, please attach documentation such as your waitlist, demand data from your local child care resource and referral agency, etc.

**Q105. If our project is a new construction site and we don't have the variance hearing before the zoning board before September 24th, what documentation should we submit?**

A105. Please include the date of the hearing and any documentation related to the appeal. The construction site will need to be approved within the six month conditional commitment period to receive funding.

**Q106. There are some people that have done development projects before. We are always required to list out square footage that is not in use for the child care project. Do you want that information as well?**

A106. Please include all square footage.

**Q107. If you already own your building, I assume that the purchase property section on page 11 is not necessary?**

A107. An answer to Question 1.b) is not required if you own the building.

**Q108. We own the building and we do have a purchase price that shows up in the budget as the acquisition costs, but the information is 4 years old. Are you still looking for an appraisal?**

A108. There is no need for another appraisal, just provide a copy of the deed.

**Q109. Unlike other grants that we write, there only seems to be one question to describe the need for the project. Is this the only place to tell the story?**

A109. Describe the need for the project as fully as possible; attachments may be included to further address the need.

**Q110. If you are accredited in early childhood but not accredited in school age, do you specify that on the application?**

A110. Accreditation can be addressed in your response to Question 13 on page 7.

**Q111. On the letters of support, is there a limit to the number you want, and should they just be from organizations that have a financial interest or can it be organizations in the community?**

A111. Letters of support can include organizations in the community; no more than two or three letters are necessary.

**Q112. For the year the organization began providing ECE and/or OST care, are you talking about the organization and not the site you are looking at?**

A112. Please provide the year your organization began providing ECE and/or OST care as well as the length of time the organization has provided such services. You should also indicate how long the program has provided such services at the proposed project site.

**Q113. If you are renovating an existing program space, do you still have to do the 21E environmental study? We had the environmental review a year or so ago, do we have to do it again? I know some grant programs won't accept it if too much time has passed.**

A113. If there were no adverse findings, and the report is less than 18 months old, you can request an "environmental reliance letter" from the firm that completed the environmental study. If the study is older, a more up-to-date study may be requested during the conditional commitment period.